

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: June 24, 2021

Closing Date: July 8, 2021

DEPUTY ATTORNEY GENERAL

**Civil Division, Departments and Agencies Unit, New Castle County
(Primary assignment: Department of Human Resources)**

The Department of Justice (“DOJ”), Civil Division, seeks a Deputy Attorney General (“DAG”) to represent the Department of Human Resources (“DHR”). This DAG position is in the Civil Division, Departments and Agencies Unit, New Castle County, and is primarily responsible for representing the Department of Human Resources. DHR provides support to state agencies and administers programs in areas such as Personnel Management, Diversity and Inclusion, Insurance Coverage, Labor Relations and Employment Practices, Statewide Benefits, and Women’s Advancement and Advocacy.

The DAG to DHR represents the Secretary, the respective officers, and the various divisions such as the State Employee Benefits Committee, Statewide Benefits Office, and the Insurance Coverage Office. Primary responsibilities include, but are not limited to, providing legal advice on matters related to labor and employment, employee benefits, Merit Rules, collective bargaining, personnel management, drafting and reviewing legislation and regulations, procurement law compliance, drafting and reviewing contracts, requests for proposals and MOUs, Freedom of Information Act (“FOIA”) compliance, and representing the agencies and/or agency officers and employees in court and administrative proceedings.

The DAG will have other duties, which will include representing the Department of Agriculture (“DDA”). The DAG will represent the DDA, its Secretary, sections, and commissions. In addition to the above representation, the DAG will also represent the Alcohol Appeals Commission. This DAG will also handle additional assignments as directed by the State Solicitor, Deputy State Solicitor, Unit Head, or Assistant Unit Head. Membership in Delaware Bar is required.

The most qualified candidates will be proficient in employment law, as well as have some prior litigation and general counsel experience, however such expertise and experiences are not required for selection. The DAG should be able to take a proactive approach to assisting its agency clients, therefore a successful candidate should have the ability to work with State agencies to identify potential issues and assist State agencies to address such issues in order to minimize or avoid future legal action. The DAG should be able to work independently, meet deadlines, and communicate clearly with client agencies, and should have demonstrated legal ability and a thorough knowledge of relevant laws and court rules.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources, Deputy State Solicitor Ilona Kirshon, and Assistant Unit Head Loren Holland.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/> **OR** external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.

Interviews will be conducted via Zoom or similar video platform.